

**STATE WORKFORCE INNOVATION COUNCIL  
EDUCATIONAL REVIEW COMMITTEE**

June 16, 2011 8:30 a. m.  
Indiana Government Center South  
Conference Room 12  
INDIANAPOLIS, IN

**Present:** Daniel Clark, James Dunn, Leroy Jackson, Derek Redelman, Dennis Rohrs, Deb Seman

**Present via conference call:** Debra Williams

**Absent:** Jean Breaux, Carol D'Amico, Teresa Lubbers,

**Also Present:** From the Indiana Department of Workforce Development (DWD): Jackie Dowd, Brenda Johnson, Kelly Brown, Cory Mahon and Donna Lovelady

The meeting was called to order by Jackie Dowd and Daniel Clark at 8:35 a.m. Daniel Clark has agreed to become the chairman for this committee.

**SWIC State Business**

Twenty-three pending Ivy Tech Community College programs were distributed to the committee for a determination. (See handout #1) It was noted that these programs did not meet the approval criteria, which states that a program must lead to a credential and must provide occupational training that prepares persons with the skills and knowledge to enter employment. Ms. Johnson emphasized that the denial was not a valuation of the program, but that they did not meet the eligibility requirements for WIA participants. DWD recommended denial.

Five training providers were presented to the committee for a determination. (See handout 2) These private for-profit providers did not fall under the purview of the Indiana Commission on Proprietary Education and therefore had to be audited by DWD staff. Four were recommended for approval (WEM Engineering, Inc., ETI Performance Improvement, Industrial Training Solutions, and Fisher/Unitech.) and one denial (Certifying Tech Skills Institute, LLC-CTSI). WEM Engineering was approved with reservations about whether jobs would be available for students upon completion of its "green" training program. DWD was not able to perform a site visit at Certifying Tech Skills Institute, LLC-CTSI and had difficulty determining the availability of the training. DWD recommended denial of Certifying Tech Skills, LLC-CTSI.

Ms. Johnson requested that DWD staff have authority to provide "conditional approval" or outright approval to training providers that were audited and recommended for approval. This would eliminate long delays in the determination process that has taken several months for some providers. DWD staff would continue to bring to the ERC those providers which were recommended for denial.

**Discussion**

- It was reiterated that appeals for denials would continue to come before this committee.
- We were reminded that one criterion for approval is that the provider has the capacity to offer the program.

DWD presented four programs that required a baccalaureate degree as a minimum requirement for participation. (See Handouts #3 and #4) DWD recommended denial of these programs based upon the approval criteria and the Workforce Investment Act's intent to target the most vulnerable workers who

are in most need of occupational skills training to improve their employability, earnings and job retention. There was a brief discussion and interpretation of the policy.

#### Discussion

Derek Redelman commented that these programs seem to fit better in Commission of Higher Education.

Debra Williams informed the ERC that hospitals look at a provider's accreditation by nursing associations when considering a potential employee. Ms. Williams further stated that the demand for nurses in her area had diminished.

Dan Clark expressed concern of limited resources going to fund second degree programs.

Derek Redelman/Jackie Dowd raised the question of where to make this distinction—at the provider or program level?

Derek Redelman suggested that we provide referrals and information for individuals who are seeking services and already hold a degree.

--At this point, a quorum was not present for voting.--

Daniel Clark asked if the number of members on the ERC was leading to not having a quorum. (To have a quorum, membership must be physically represented by 50% + 1 member. While joining the meeting via conference call allows participation, it does not count toward the quorum.)

Jackie Dowd mentioned that some structural changes may occur in July.

Derek Redelman said that changes may need to take place in how people are assigned to committee service.

Leroy Jackson reminded all that WIA regulations require a physical quorum, therefore, we cannot vote by e-mail or phone.

The committee returned to a discussion of allowing DWD to grant conditional approvals to providers/programs. Brenda Johnson noted that DWD and ERC seem to be in agreement on most approvals and denials; eventually DWD would report on approvals after-the-fact. Deb Seman asked if there will be a legal issue giving DWD staff authority to approve providers/programs. Jackie Dowd stated that policy already allows for DWD staff to perform this function.

--Upon arrival of another committee member, a quorum was present.--

A motion was made and seconded to approve the February and May meeting minutes. All approved. After a brief review of earlier discussion and presentation, motions were made and seconded on the following:

1. Accept recommendation of DWD staff to deny the Ivy Tech programs in handout #1.
2. Approve WEM Engineering, Inc., ETI Performance Improvement, Industrial Training Solutions, and Fisher/Unitech.
3. Deny Certifying Tech Skills Institute, LLC-CTSI.
4. Deny programs requiring a baccalaureate degree for entry—would include Master's degree programs.

Discussion—

While degrees are important, this is not where money is most vital.

Derek Redelman stated that our (ERC) focus has not traditionally been on higher education, but those without any degree.

Jackie Dowd—this motion honors the INTraining policy, which was approved by SWIC.

Brenda Johnson—ERC has the authority to approve and deny training programs.

Daniel Clark—is this overstepping the committee's authority? What is the intent of this motion?

Jackie Dowd—Denials would continue to come before the committee.

Motion #4 was restated: Let us take action to affirm the current INTraining policy rather than create a new one. Deny programs requiring a baccalaureate degree for entry—which would include Master's degree programs.

All motions were approved unanimously.

Adult Education Update—Jackie Dowd

Policy on the Adult Education state delivery system will soon be brought before this committee. At this time, policy will be implemented for up to one year, prior to being included in rules and regulations. This will allow time for adult education programs to offer feedback.

Adult Education programs and Career and Technical Education programs are under the purview of SWIC/ERC.

The funding allocations brought before the ERC in May will be shared with the full SWIC in the meeting today. The updated allocations are based on U. S. Department of Education's (USDOE) release of final funding received two weeks ago. The Request for Application/grant continuation applications are being received and reviewed for Program Year 2011 allocations to the regions. Finally, DWD has submitted all documentation regarding eligible agency status change to USDOE.

There were no public comments.

The meeting was adjourned at 9:40 a.m.

**EDUCATIONAL REVIEW COMMITTEE**

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Daniel Clark, Chairman

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Date

**ATTEST:**

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Jaclyn P. Dowd, Director of Educational and Training Programs  
Indiana Department of Workforce Development

DRAFT

## Pending Ivy Tech Community College Programs - 5-5-11

Comments	ID#	Program Name	Training Provider	BRIEF DESCRIPTION	Cost	Length	Unit	Credential
1 Certification test prep for experienced welders. Recommendation: Denial	553	American Welding Society (AWS) Certification Preparation	Ivy Tech Community College - Lafayette	American Welding Society (AWS) Welding Certification Preparation provides experienced welders a focused opportunity to develop and hone the skills necessary for a specific AWS certification among those using the following processes: Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), or Shielded Metal Arc Welding (SMAW). One certification attempt is included. Candidates are required to bring all personal protective equipment (PPE).	695 11	hours	hours	American Welding Society (AWS) Certification for one Welding Process Specification (WPS)
2 This program requires three years work experience as well as the Third and Second Class Credentials. Most people seeking the First Class Credential are established in the industry, not walking into a WorkOne center looking for help with employment. Recommendation: Denial	618	ASOPE Facilities Operating Engineers First Class [should actually be ASOPE]	Ivy Tech Community College - Terre Haute, Wabash	Introduce a thorough overview of boilers, operation and maintenance, as well as the basic knowledge and skills necessary to safely and efficiently operate a facilities plant. Prepare participants to sit for the ASOPE Facility Plant Operator First Class License exam.	695 42	hours	hours	FOE Certification
3 To attain this licensure one must first complete the Level 3 training. Level 2 is not introductory, and therefore, not applicable to this project. Recommendation: Denial	620	ASOPE Facilities Operating Engineers Second Class [should actually be ASOPE]	Ivy Tech Community College - Terre Haute, Wabash	Introduces a thorough overview of boilers, operation and maintenance, as well as the basic knowledge and skills necessary to safely and efficiently operate a facilities plant. Prepares participants to sit for the ASOPE Facility Plant Operator Second Class License exam.	695 41	hours	hours	FOE Certification
4 The ASOPE training requires one year of experience. For an individual that was laid off and seeking to improve his or her skills to be marketable this is good training. However, it does appear that this training is best suited for incumbent workers. Gray Area.	621	ASOPE Facilities Operating Engineers Third Class [should actually be ASOPE]	Ivy Tech Community College - Terre Haute, Wabash	Introduces a thorough overview of boilers, operation and maintenance, as well as the basic knowledge and skills necessary to safely and efficiently operate a facilities plant. Prepares participants to sit for the ASOPE Facility Plant Operator Third Class License exam.	695 40	hours	hours	FOE Certification
5 Many positions in the Robotics field require some post-secondary training and/or degree with a few exceptions such as machine assembly, maintenance positions, and a die cast machine operator. This training does not appear substantial enough to prepare graduates for entrance into a career, and there is no credential associated with this program. Recommendation: Denial	622	Basic Robotics Programming	Ivy Tech Community College - Columbus	Robotics is ranked among Indiana's high growth and emerging industries. Working with Motoman robots, the leading manufacturer and supplier of industrial robots and factory automation systems in the world, students will gain hands-on experience and will be introduced to the basics of programming with real-world examples and applications. No prior knowledge of robotics programming is required.	1,500 32	hours	hours	n/a
6 Participants cannot fully complete the course by attaining the Boiler Pressure Vessel Certification without first getting 3 years field experience. This is suggested to be done prior to the course, but it can also be done after sitting for the exam. Because the experience can be attained after the exam this one becomes a gray area.	616	Boiler Pressure & Vessel Inspector's In-Service Commission	Ivy Tech Community College - Terre Haute, Wabash	Ivy Tech Community College of Indiana, in cooperation with the State of Indiana's Boiler and Pressure Vessel Division, offers a special training course for persons interested in acquiring eligibility for securing certification from the National Board of Boiler and Pressure Vessel Inspectors as an authorized inspector, owner-user inspector or jurisdictional competency recognition. The course is designed for the understanding of ASME code standards, inspection concepts and preparation to sit for the National Board Examination. Persons not possessing all of the requisite experience or who are not employed by a recognized inspection agency at the time they sit for the exam, may attend the class and sit for the examination, but not anticipate receiving a commission until they have gained the required experience or have been employed by a recognized inspection agency. They must, however, be a high school graduate (or the equivalent) and possess a working knowledge of algebra, particularly transposition of formulas and order of operations.	2,995 100	hours	hours	Boiler Pressure Vessel Certification

## Pending Ivy Tech Community College Programs - 5-5-11

Comments	ID#	Program Name	Training Provider	BRIEF DESCRIPTION	Cost	Length Unit	Credential
7 This seems like solid training, but there is such low demand for these skills; in the past month the Building Performance Institute has only posted 6 jobs for this nation-wide, none of which were in Indiana. Also, this program is targeted to incumbent workers skilled in a relevant field. This program was previously denied. Due to lack of opportunities and previous denial, we recommend denial.	602	BPI Building Analyst	Ivy Tech Community College - Kokomo	The BPI Combination course combines Building Analyst and Envelope-Shell training to provide a dual certification for individuals as energy auditors and envelope-shell professionals. This dual certification provides specialization in thermal envelope and pressure transfer. Students will learn the fundamentals of energy and energy transfer, energy systems within a home, the "home as a system" concept, common construction errors that reduce comfort and efficiency, and ways to enhance a home envelope's thermal and pressure boundaries through insulations & air sealing techniques.	2,395.33	hours	BPI Building Analyst/Envelope Shell Energy Auditor Certification
8 This seems like solid training, but there is such low demand for these skills; in the past month the Building Performance Institute has only posted 6 jobs for this nation-wide, none of which were in Indiana. Training also is targeted to skilled workers in a relevant field. Program was denied previously. Due to lack of opportunities and previous denial, we recommend denial.	612	BPI Building Analyst/Envelope Shell Energy Auditor Certification Operator	Ivy Tech Community College - Kokomo	The BPI Combination course combines Building Analyst and Envelope-Shell training to provide a dual certification for individuals as energy auditors and envelope-shell professionals. This dual certification provides specialization in thermal envelope and pressure transfer. Students will learn the fundamentals of energy and energy transfer, energy systems within a home, the "home as a system" concept, common construction errors that reduce comfort and efficiency, and ways to enhance a home envelope's thermal and pressure boundaries through insulation & air sealing techniques.	2,395.33	hours	Analyst and Auditor Certification
9 Lack of credential and no job opportunities resulting from training. Recommend denial.	143	Business Essentials I	Ivy Tech Community College	Enhance your leadership abilities by learning the latest business practices and trends in Business Essentials I, an eight-week course that helps you build a solid understanding of business disciplines. Whether you're sharpening your skills or studying business for the first time, this course demonstrates your ongoing commitment to excellence enhancing your reputation.	2,012.6	weeks	Certificate of Completion
10 This course offers a Certificate of Completion without anything industry-recognized behind it. Also, all of the jobs affiliated with this line of work (even the ones suggested in the Program Application) require Bachelor's degrees. Recommend denial.	626	Certified Green Supply Chain Professional (online)	Ivy Tech Community College	A program that prepares individuals to manage and coordinate all logistical functions in an enterprise, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, to the handling and delivery of output. Includes instruction in acquisitions and purchasing, inventory control, storage and handling, just-in-time manufacturing, logistics planning, shipping and delivery management, transportation, quality control, resource estimation and allocation, and budgeting. Examples: [Logistics Management], [Materials Management], [Acquisition Logistics], [Supply Management]	1,595.60	hours	Certificate of completion
11 This certification will not give the holder anything more than a short-term job instead of an introduction to a new career. This certification only has to be held by one person per location; therefore, for a restaurant to be open it must already have at least one employee with this cert. Also, the course is only 12 hours; this seems like intensive training that can be covered via other funds available to the WorkOne Centers. Review of ICC proved that occupations that required this certification were dieticians and chefs. Recommend denial.	521	Certified Professional Food Handler (ServSafe)	Ivy Tech Community College - Columbus	The ServSafe program is the restaurant and food service industry's leading food safety training solution. The ServSafe program is more than a certification; it is a mindset that incorporates a higher standard of training. This course is designed to assist employees in the food service industry with the knowledge needed to successfully pass the ServSafe Certification Exam.	139.8	hours	ServSafe Food Handler Certification

## Pending Ivy Tech Community College Programs - 5-5-11

Comments	ID#	Program Name	Training Provider	BRIEF DESCRIPTION	Cost	Length	Unit	Credential
12 This certification will not give the holder anything more than a short-term job instead of an introduction to a new career. This certification only has to be held by one person per location; therefore, for a restaurant to be open it must already have at least one employee with this cert. Also, the course is only 12 hours; this seems like intensive training that can be covered via other funds available to the WorkOne Centers. Review of ICC proved that occupations that required this certification were delicians and chefs. Recommend denial.	577	Certified Professional Food Handler (ServSafe)	Ivy Tech Community College - Evansville	The ServSafe program is the restaurant and food service industry's leading food safety training solution. The ServSafe program is more than a certification; it is a mindset that incorporates a higher standard of training. This course is designed to assist employees in the food service industry with the knowledge needed to successfully pass the ServSafe Certification Exam.	139	8	hours	ServSafe Food Handler Certification
13 This certification will give the holder anything more than a short-term job instead of an introduction to a new career. This certification only has to be held by one person per location; therefore, for a restaurant to be open it must already have atleast one employee with this cert. Also, the course is only 12 hours; this seems like intensive training that can be covered via other funds available to the WorkOne Centers. Recommend denial.	518	Certified Professional Food Handler (ServSafe)	Ivy Tech Community College - Lafayette	The ServSafe program is the restaurant and food service industry's leading food safety training solution. The ServSafe program is more than a certification; it is a mindset that incorporates a higher standard of training. This course is designed to assist employees in the food service industry with the knowledge needed to successfully pass the ServSafe Certification Exam.	285	12	hours	ServSafe Food Handler Certification
14 This certification will not give the holder anything more than a short-term job instead of an introduction to a new career. This certification only has to be held by one person per location; therefore, for a restaurant to be open it must already have at least one employee with this cert. Also, the course is only 12 hours; this seems like intensive training that can be covered via other funds available to the WorkOne Centers. Review of ICC proved that occupations that required this certification were delicians and chefs. Recommend denial.	520	Certified Professional Food Handler (ServSafe)	Ivy Tech Community College - Terre Haute	The ServSafe program is the restaurant and food service industry's leading food safety training solution. The ServSafe program is more than a certification; it is a mindset that incorporates a higher standard of training. This course is designed to assist employees in the food service industry with the knowledge needed to successfully pass the ServSafe Certification Exam.	150	8	hours	ServSafe Food Handler Certification
15 This is the same course as the ServSafe certification except that the exam is administered by a different company. Concern that this certification will give the holder nothing more than a short term job instead of an introduction to a new career. This certification only has to be held by one person per location; therefore, for a restaurant to be open it must already have at least one employee with this cert. Also, the course is only 12 hours; this seems like intensive training that can be covered via other funds available to the WorkOne Centers. Recommend denial.	522	Certified Professional Food Manager	Ivy Tech Community College	This course will prepare individuals to take the exam set by the Indiana Code 410-IAC7-22, which requires mandatory certification of at least one person who oversees food safety operation within a food establishment. This instructor-led course focuses on completing all preparations necessary for an individual to successfully complete their CPEM certification exam. Topical areas of study include sanitation management, food safety hazards, factors affecting food-borne illnesses, personal hygiene, and the use and calibration of temperature-measuring instruments. Upon successful completion, students will receive their CPEM certification, and their names will be added to the National Registry of Food Managers.	125	9	hours	Certified Professional Food Manager

## Pending Ivy Tech Community College Programs - 5-5-11

Comments	ID#	Program Name	Training Provider	BRIEF DESCRIPTION	Cost	Length Unit	Credential
16) This is the same course as the ServSafe cert except that the exam is administered by a different company. This certification will give the holder nothing more than a short-term job instead of an introduction to a new career. This certification only has to be held by one person per location; therefore, for a restaurant to be open it must already have atleast one employee with this cert. Also, the course is only 12 hours; this seems like intensive training that can be covered via other funds available to the WorkOne Centers. Recommend denial.	627	Certified Professional Food Manager	Ivy Tech Community College	This course will prepare individuals to take the exam set by the Indiana Code 410-AC7-22, which requires mandatory certification of at least one person who oversees food safety operation within a food establishment. This instructor-led course focuses on completing all preparations necessary for an individual to successfully complete their CPFM certification exam. Topical areas of study include sanitation management, food safety hazards, factors affecting food-borne illnesses, personal hygiene, and the use and calibration of temperature-measuring instruments. Upon successfully completion, students will receive their CPFM certification, and their names will be added to the National Registry of Food Managers.	95.2	hours	Certificate of completion
17) License as a Master Electrician is done county-to-county in Indiana, so Ivy Tech is unable to provide more than test preparation in this area. Also, 7 years experience or a Bachelor's degree is required to take the exam; this is for incumbent workers. Recommend denial.	688	Master Electricians License Exam Prep	Ivy Tech Community College - Columbus	This course allows holders and direct employees to perform on all types of commercial, apartment, and residential (class 1 & 2 structures). <b>NEC CODE</b> This course covers: Introduction to the NEC-NFPA general installation requirements, temporary wiring, branch circuit, feeder and service calculations, switchboards and panel boards, over current protection, grounding, boxes and enclosures, etc. <b>ELECTRICIANS BLOCK TEST PREP</b> This course will provide instructions to help students prepare for the Master Electricians License test used by various Municipals and County Governments in Indiana. It covers theories and calculations required for the license test, practice on sample questions and codebook references. Additional information can be found at: <a href="http://www.bartholomewco.com/code/electrician.php">http://www.bartholomewco.com/code/electrician.php</a>	695.48	hours	Master Electrician License
18) The pre-requisites for this course limit it to incumbent workers. Recommend denial.	681	National Electrical Code	Ivy Tech Community College	This course is designed to assist master and journeyman electricians who are preparing to take the National Block licensing examination. This course reviews the National Electrical Code for 2011 including electrical concepts and applications. This course includes practice performing electrical calculations and locating articles using the codebook.	450.48	hours	Certificate
19) Ivy Tech reports that there is no certification granted for this program. Recommend denial.	650	Precision Machines - Lathes	Ivy Tech Community College - Evansville	This course is for the beginner or the person who needs to brush up on his skills in turning lathes. The class consists of grinding a tool bit, facing, turning to size using a micrometer, using a cut off tool and threading, turning a four jaw chuck, drilling, boring, cutting an angle and turning a taper.	275.36	hours	Certification
20) Ivy Tech reports that there is no certification granted for this program. Recommend denial.	651	Precision Machines - Milling	Ivy Tech Community College - Evansville	This class covers both horizontal and vertical milling machines, as well as advanced machine operation. Methods of holding the work and types of cutters are covered. Set-up procedures and use of the dial indicator are practiced. The students make a set of V- blocks. They learn to mill a steel block square, cut grooves, slots and vees.	275.36	hours	Certification



## Pending Ivy Tech Community College Programs - 6-5-11

Comments	ID#	Program Name	Training Provider	BRIEF DESCRIPTION	Cost	Length/Unit	Credential
21) Training targeted specifically to incumbent workers in a seminar format. An individual must have extensive certification (HVAC, AC Tech, etc.) before this R410A certification has any relevance. Recommend denial.	633	R410A Certification	Ivy Tech Community College - Evansville	Since the EPA has established the phase out of the HCFC R-22, more manufacturers are building air conditioning equipment using the HFC-410 presently marketed under the brand names of Puron, Suva 410A, and Genion AZ-20. Product 410-A operates at substantially higher temperatures, requires different tools and equipment, and requires new safety standards when installing, repairing or retrofitting systems. Learn how to work with 410-A and get industry certified. This seminar will prepare you for the certification exam. The certification exam is included in course cost.	150	8 hours	R410A Certification
22) To sit for the state Wastewater Operator Certificate requires one year of experience in the field. This is very short-term intensive training for incumbent workers. Recommend denial.	632	Wastewater Plant Ops	Ivy Tech Community College - Evansville	This course will provide students with an understanding of the industrial wastewater treatment process and regulations concerning the discharge of treated wastes. Areas covered include preliminary treatment, minimizing wastes at the source, physical-chemical treatment, and biological treatment. Included in discussion of the various treatment processes will be information concerning lab tests and useful plant mathematics associated with those processes. Compliance with state and federal regulations and operator safety will be stressed.	345	10 hours	Wastewater Certification
23) This certification carries no merit in the field. Lack of a credential. Recommend denial.	642	Woodworking	Ivy Tech Community College - Evansville	A program that generally prepares individuals to apply technical knowledge and skills to lay out and shape stock; assemble wooden articles or subassemblies; mark, bind, saw, carve, and sand wooden products; repair wooden articles, and use a variety of hand and power tools.	200	36 hours	Certificate

## **WEM Engineering INC**

Contact: William Milton

WEM Engineering

3815 River Crossing Parkway

Indianapolis, IN 46241

Website: [www.wemeng.com](http://www.wemeng.com)

Phone: 317-566-2046

## **Background**

WEM Engineering is a for-profit enterprise that does not fall under the jurisdiction of the Commission for Proprietary Education (COPE). Consequently, the Indiana Department of Workforce Development audited this training provider and has referred it to the Educational Review Committee for a decision.

## **Audit**

WEM Engineering has no outstanding compliance issues with the State of Indiana and is registered with the Indiana Secretary of State. An on-site visit was conducted by Keith Chandler, Program Director with the Indiana Department of Workforce Development, at its training facility in Carmel. It was determined that WEM has a facility and the resources to provide training for the Green Energy Professional or the Green Pro program.

## **Program Details**

The Green Energy Professional training program is an integrated assortment of short-term training curriculums provided to prepare selected Veteran participants in Marion County for the Green energy career pathway. The program is divided into four levels of training, with the completion of the entire p

- LEED fundamentals
- Solar Energy – photovoltaic design and install
- Principals of electronics
- Energy efficient home and commercial renovation

The classes are tentatively scheduled to begin in August or September and will be held from 8 AM to 4 PM. It will take six weeks to complete the entire program with the various level of trainings listed above. This is a new training program and the program will be open to the general public.

Upon successful completion of this program, graduates will earn credentials as a Certified LEED Green Associate and a Certified Lead Renovator.

Based on previous research, we are not sure how valuable these certifications are without a degree and/or professional work experience in this field and also have reservations about demand even with the degree and professional work experience.

Approval of WEM Engineering as a training provider will allow them to submit training program for approval.

## **Recommendation**

DWD recommends approving WEM as a training provider but with reservations about the demand for individuals with these types of certifications.

Certifying Tech Skills Institute, LLC - CTSI  
6817 East 82<sup>nd</sup> Street  
Indianapolis, IN 46250  
Owner: Donald Smith

### **Background**

The Certifying Tech Skills Institute, LLC (CTSI) is a private for-profit organization that was referred to the Indiana Commission on Proprietary Education (ICOPE) for accreditation. ICOPE determined that CTSI did not fall under its jurisdiction since it was not open to the public. Consequently, DWD audited this training provider and has referred CTSI to the Educational Review Committee for a decision.

### **Audit**

The CTSI has no outstanding compliance issues with state government, and it is registered with the Secretary of State.

No training site visit was conducted as Mr. Smith does not have a training facility. He recruits individuals through an on-line web-site and provides the training at WorkOne Offices, churches, etc. CTSI does not have regularly scheduled classes. The classes are set up based on the number of students applying for the course. The minimum number of students for a class is ten with a maximum of twenty. His plan is to recruit potential students and refer them to the WorkOne for funding. Mr. Smith gave conflicting information to ICOPE and to DWD regarding whether his programs were open to the general public. DWD policy stipulates that programs must be “generally available to the public, must have regularly scheduled training classes, and must result in a recognized certification by industry or employer.” When told of this policy, Mr. Smith said that his classes were open to the public and those who did not qualify for WIA funding would have their training paid for by one of his grants. When asked for the names and types of grants, he admitted that he currently did not have any.

### **Program Details**

CTSI offers a variety of programs that include computer applications, project management, and Medical Billing and Coding. Upon successful completion of the program, graduates qualify for certification of course completion and are then given the certification exam from Comp TIA, Microsoft, or PMI training. The courses range from 5 to 21 days of training and the trainers are hired from Account Temp.

Ms. Gigi Brown, formerly of the Marion County Workforce Investment Board, recommended denial based on the facts presented above.

### **Recommendations**

DWD recommends denial of the CTSI programs.

ETI Performance Improvement  
8900 Keystone Crossing, Suite 990  
Indianapolis, IN 46240

Dawn Johnson, Manager, Business Development

## **Background**

ETI Performance Improvement is a private for-profit training entity founded in 1989 by Raymond and Julie Rothsberger. ETI was formerly called ExecuTrain. The Indiana Commission on Proprietary Education (COPE) ruled that ETI did not fall under its jurisdiction. Consequently, the Indiana Department of Workforce Development (DWD) audited this training provider and has referred it to the Educational Review Committee for a decision.

## **Audit**

An audit was performed on ETI Performance by Jennifer Biddle, Planning Analyst, DWD. ETI had no tax clearance issues and was registered with the Indiana Secretary of State.

Keith Chandler, Program Director at DWD, performed a site evaluation and met with Dawn Johnson. ETI has the facilities, resources, programs and capabilities to run the training programs. Keith recommends approval of ETI.

## **Program Details**

ETI Performance Improvement offers non-degree certification programs, focusing on computer skills training but also offering business skills training. Its primary customer is the corporate world but will accept requests for training from the general public. ETI provides training to local and international clients of all sizes and with a wide range of training needs.

ETI has worked closely with WorkOne staff providing training to WorkOne clients, some of which was customized to meet the unique needs of businesses that listed job openings in Indiana Career Connect but were not able to fill them. ETI hopes to provide some of the software skills training at a discount for WorkOne clients in the near future.

Approval of this training provider will allow ETI Performance Improvement to submit its programs for approval.

## **Recommendation**

DWD recommends approval of ETI Performance Improvement.

Industrial Training Solutions  
2401 Almon St  
Huntertown, IN 46748  
Owner: Robert Boxell

### **Background**

Industrial Training Solutions is a private, for-profit enterprise that does not fall under the jurisdiction of the Indiana Commission on Proprietary Education. Consequently, the Indiana Department of Workforce Development audited this training provider and referred it to the Educational Review Committee for a decision.

### **Audit**

The Industrial Training Solutions has no outstanding compliance issues with state government, and it is registered with the Secretary of State.

The Industrial Training Solutions currently has an articulation agreement with Vincennes University (VU), which allows it to issue VU credit for some of its programs. According to Jim Russell, Director – Business & Industry Training at VU, Industrial Training Solutions underwent a rigorous approval process and was subsequently approved.

Pat Fox, site manager in Region 3, was contacted and informed us that numerous students were referred to Industrial Training Solutions. He stated there had been no complaints about the program and that many of the graduates were very satisfied with the small class sizes and the individualized attention. He noted that its best asset was the fact that the small class sizes led to lot of individualized and specialized attention for the students. Mr. Fox further stated that it was a very good program for students who were susceptible to getting “lost” in larger settings.

### **Program Details**

Industrial Training Solutions offers a wide variety of programs aimed at differing skill levels that include welding, computer applications and programming, and industrial maintenance. Upon successful completion of the programs, graduates qualify for certifications.

The programs are open to the general public and the stated aim is to provide career access and exploration along with career technical training and networking with employers in the area. The classes are small and employ a good deal of hands-on training.

Approval of this training provider will allow Industrial Training Solutions to submit its programs for approval.

### **Recommendations**

DWD recommends approval of Industrial Training Solutions.

## **Fisher/Unitech**

Two locations:

10150 Lantern Road, Ste 125  
Fishers, IN 46038

3942 New Vision Drive  
Fort Wayne, IN 46845

Johnna M. Insana  
Education Coordinator  
Fisher/Unitech  
1150 Stephenson Hwy  
Troy, MI 48083  
Phone: 248-577-5100 x 7131  
Web: [www.funtech.com](http://www.funtech.com)

## **Background**

Fisher/Unitech is a private for-profit enterprise that applied to the Indiana Commission for Proprietary Education (COPE) and was told it did not fall under its jurisdiction. Consequently, the Indiana Department of Workforce Development audited this training provider and is referring it to the Educational Review Committee for final decision.

## **Audit**

Fisher/Unitech (<http://www.funtech.com/Education>) has no outstanding compliance issues with the State of Indiana and is registered with the Secretary of State. Fisher/Unitech is headquartered in Troy, Michigan and its Michigan locations are certified by the Michigan Proprietary Education Commission.

DWD staff performed an on-site visit at the facility in Fishers, IN. The location, classroom and curriculum were fine. The only concern was the class size average of 3-6 students. Mr Herald indicated the company keeps the class size small because of the complexity of the training.

## **Program Details**

Fisher/Unitech provides a 12 course program that can be taken over a 12-month period. The courses provide instruction in engineering graphics, two-dimensional and three-dimensional engineering design, computer-aided design and other similar type classes. Students take the Certified SolidWorks Professional (CSWA) exam at the end of the program.

Fisher/Unitech markets to both existing businesses and the unemployed workers. However, it is open to the general public. It does work with WorkOne staff to identify students.

Approval of this training provider will allow Fisher/Unitech to submit its programs for approval.

## **Recommendation**

DWD recommends approval of Fisher/Unitech.

### **Submitted to Educational Review Committee for Decision: Programs requiring baccalaureate degree as minimum requirement for participation (includes all Master's programs)**

The Indiana Department of Workforce Development (DWD) is requesting the Education Review Committee to make a decision regarding programs that require a baccalaureate degree as a minimum requirement for participation. Clearly, these programs do not meet the intent of providing occupational skills training for the most vulnerable members of our workforce.

An outcome of the Workforce Investment Act adult education program includes ensuring access to a variety of training programs. These training programs are designed to increase the occupational skills attainment of job seekers and workers thereby reducing their dependency on social services and increasing their employability, productivity and retention. Occupational skills training leads to proficiency in performing actual tasks and technical functions required by certain occupational fields.

It is the State's position that these occupational skills are the minimum required to *enter* employment within certain occupational fields. DWD believes that Master's level training programs do not fit the definition of 'occupational skills training' for entry into an occupation or the intent of WIA to serve the needs of the most unskilled, underemployed, or unemployed members of our workforce.

Recommendation: The State's desire is to target workers who are most vulnerable and in most need of occupational skills training to improve their employability, earnings and job retention. An individual who has earned a Baccalaureate degree does not meet this definition. DWD is recommending denial of all training programs that require a Baccalaureate degree as a minimum requirement for entrance into the training program.

### **Submitted to Educational Review Committee for Decision: Accelerated Bachelor of Science in Nursing**

The Indiana Department of Workforce Development (DWD) is requesting the Educational Review Committee to make a decision on the Accelerated Bachelor of Science in Nursing program, which includes a minimum of a baccalaureate degree for entrance into this program.

The Accelerated Bachelor of Science in Nursing program was approved by the Marion County Workforce Investment Board.

Recommendation: The State's desire is to target workers who are most vulnerable and in most need of occupational skills training to improve their employability, earnings and job retention. An individual who has earned a Baccalaureate degree does not meet this definition. DWD recommends denial of the Accelerated Bachelor of Science in Nursing program.

**Submitted to Educational Review Committee for Decision: Master of Science in Public Service Administration, Master of Arts in Clinical Mental Health Counseling, and Master in Exceptional Needs**

The Indiana Department of Workforce Development (DWD) is requesting the Educational Review Committee to make a decision on three Master's degree programs that were submitted to DWD for review.

The approval criteria guidelines (see page 12 of DWD Policy 2009-13) for programs that are *not* automatically approved must "lead to a bachelor's degree, associate's degree, certificate, or industry-recognized certification/journeyman's card/license." The Master's degree is not listed as a credential and in fact exceeds the minimum requirements. The Master's degree therefore does not meet the minimum approval criteria.

Recommendation: Based upon the approval criteria cited above and the State's desire to target workers who are most vulnerable and in most need of occupational skills training to improve their employability, earnings and job retention, DWD recommends denial of all Master's degree programs.



Issue(s)	PROGR FAM ID	PROGR ACTIVITY NUMBER	PROGR STATUS	LAST STATUS CHANGE DATE	TITLE OF TRAINING	TRAINING PROVIDER	PROGRAM DESCRIPTION	TOTAL COSTS
Master-level training	84	120	Program Pending DWD Approval	04/27/2011	Master of Science Public Service Administration	University of Evansville	Any instructional program in public administration and services not listed above. This program offers an in-depth study of the tools needed for successful leaders in today's service-oriented work environment: leadership, marketing, management, communication, and professional skills.	16195
Master-level training	927	2062	Program Automatically Approved	03/22/2011	Master of Arts in Clinical Mental Health Counseling	Grace College	A program that prepares individuals for the independent professional practice of psychological counseling, involving the rendering of therapeutic services to individuals and groups experiencing psychological problems and exhibiting distress symptoms. Includes instruction in counseling theory, therapeutic intervention strategies, patient/counselor relationships, testing and assessment methods and procedures, group therapy, marital and family therapy, child and adolescent therapy, supervised counseling practice, ethical standards, and applicable regulations.	32080
Master-level training	1144	2337	Program Pending DWD Approval	05/11/2011	Exceptional Needs	University Of Saint Francis (Fort Wayne and Crown Point campuses)	USF offers a fully online master of education degree and licensing programs in special education (exceptional needs) for time-challenged, working adults. Our programs are tailored to meet your needs. You have the option of demonstrating specific knowledge and skill sets you have already mastered. Why take courses in what you currently know and know how to do? With customized programming, you are freed of the traditional 3 credit hour system, thereby providing opportunities to improve those skills you actually need. Those students who prefer face to face classroom experiences, may opt for the hybrid graduate programs, with class sessions scheduled periodically throughout the semester. USF's graduate level courses prepare candidates for initial or advanced licensure to educate students who require mild or intense intervention services. If you are currently a licensed teacher, USF's programs will expand and enhance your professional skills and breadth of your teaching options.	69512
Second Bachelors (bachelor's prerequisite)	1054	2243	Program Pending Regional Approval	04/20/2011	Accelerated Bachelor of Science in Nursing	Marian University	A program that generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, informed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.	51675